

Description of Services

Contracted Planner

- Holding office hours in the Town Office and attendance at appropriate land use committee, board or commission meetings as mutually identified. (i.e. other special occasions such as budget and selectmen's and special public hearings as deemed necessary); Office space will be provided in the general meeting room at the Town Hall. Additional office space is available when necessary, in the private selectmen's office.
- Preparation of staff reviews of subdivision, site plan, lot line adjustment, and voluntary merger applications to ensure comprehensiveness, and noting potential problem areas, missing components, and other required documentation;
- Coordination with and follow-up contact with applicants, surveyors, engineers and developers;
- Explanation of Planning Board regulations, rules, procedures and decisions to the public, applicants/agents and abutters;
- Explanation of the Zoning Ordinance and the procedures on applying to the Zoning Board to the public, applicants/agents, and abutters;
- Preparation of agendas and coordination of Planning Board activities;
- Undertaking any necessary research and writing on projects or procedures;
- Assist the Planning Board in updating the Site Plan Review and Subdivision Regulations, Rules and Procedures application forms and fee schedules;
- Assistance with Zoning Ordinance updates as requested by the Planning Board; and Zoning Board.
- Undertake other related assignments as deemed appropriate by the Land Use Boards, Board of Selectmen and Town Administrator.